

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

February 11, 2004

Prepared by: Ivonne Guzman-Cicero
FINAL: March 10, 2004

Members Present	Members Absent	Guests Present	*
Tony Dickerson	Joe Guerrero		
Nimal Diunugala	Judy Yee		
Ivonne Guzman-Cicero	Charles Ross		
Russell Grace	Teresa Medeiros		
Debbie Sanchez			
Merrin Bueto			
Gayle Yost, EEO Officer/Consultant			

The Chairperson called the meeting to order at 2:15 p.m. It was held via videoconference between the Cal/EPA Headquarters Building Conference Room 620 located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

APPROVAL OF PREVIOUS MINUTES

The committee agreed that the November minutes are official. Charles will distribute them for members' review.

The committee did not approve the January minutes. Members need to submit their comments to Joe Guerrero.

EEOAC procedures provide that the person in charge of preparing minutes is to distribute it within 10 days after the meeting.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Nothing was reported.

DISABILITY ADVISORY COMMITTEE REPORT

Nothing was reported.

CONTINUING (OLD) BUSINESS

1. Sexual Harassment - Acknowledgement of Understanding Form

Gayle reported that she and her staff reviewed the draft form presented by the committee. She distributed a new draft of the Acknowledgement, which now includes the review of the Equal Employment Opportunity policy along with the Sexual Harassment policy. This change was necessary to incorporate some new information recently received from the State Personnel Board. She also explained that the wording "I agree to abide by this policy" was removed because it has contractual implications.

The committee reviewed the new proposal presented by Gayle. If approved the new proposal will have the following changes:

- In the second paragraph replace the word "We" by "The employee" because it is the employee who acknowledges the understanding of the policies.
- In the paragraph below TRAINING replaces the word "receive" by the words "participate in the".
- Replace the wording "Date of Most Recent Training Employee Attended" by "Date of last training"
- Include space to record the date of the two policies that the manager will review with his/her employee each year. Not necessarily, both policies are updated at the same time.

Ivonne volunteered to incorporate approved changes and submit the final form to Tony and Gayle. At the next meeting, Gayle will inform the committee the status of the new form.

2. Review Draft of EEOAC Handbook Revision

Deferred -- there was no discussion on this item.

3. Discussion of Employee Survey

Deferred -- there was no discussion on this item.

NEW BUSINESS

There was no new business

ADJOURN

The chairperson adjourned the meeting at 3:25 p.m.